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## MOHANOKOR Microfinance Institution Plc

### Job Announcement

**MOHANOKOR Microfinance Institution Plc** is a financial institution in the provision of inclusive financial services to poor people within operation areas in 25 provinces and cities in order to contribute to the social economic development in Cambodia. To respond with rapidly growth of institution, we are looking for the qualified applicants for the vacant position as **Senior Employee Relations Officer - 01 Post** based in **Head Office**.

#### ❖ Job Responsibilities:

- Leading to implement for new head count and replacement based regional in charge
- Leading to participate for Employer Branding such as National Employment Agency University and other Organization for resource supporting staff
- Leading to assign and work close for internal and external announce like LinkedIn; Facebook; Telegram to be ensure that all Artwork and announce show off the branding of Mohankor`s Reputation
- To be ensure replacement and new recruit on time to support branches to support business.
- Monitoring to shortlist and selection for candidate based on region in charge.
- Monitoring to coordinate for dating, booking room and Interview both direct and online interview
- Develop and maintain strong relationships with internal clients and key stakeholders.
- Advise and support business teams on staffing, performance management, talent development, succession planning, and employee relations in a timely and professional manner.
- Collaborate with leadership on business priorities and organizational changes, leading HR strategy planning to meet business objectives.
- Proactively drive and implement HR processes and employee engagement initiatives.
- Serve as the primary point of contact for employees, managers, and partners on HR-related matters.
- Manage annual HR processes, including performance evaluations and salary reviews, in partnership with the Compensation & Benefits (C&B) team.
- Support employee development by identifying needs and working with internal stakeholders to provide effective solutions.
- Partner with line managers to assess manpower requirements and design feasible recruitment strategies.
- Review and streamline end-to-end recruitment processes to improve productivity and efficiency.
- Analyze recruitment-related data, provide insights on market trends, and present statistical reports.
- Contribute to various ad-hoc HR projects as required.
- Advise on HR policies and procedures
- Investigate and resolve employee complaints and grievances
- Conduct thorough and objective investigations
- Manage disciplinary actions and performance issues
- Provide guidance and support to managers and employees
- Coach managers on effective people management practices
- Develop and deliver training programs
- Other task was assigned by line Manager

#### ❖ Job Requirement

1. Bachelor degree in Human resource, Marketing, public administration, Finance and Banking, Law, economics .extra
2. At least 3 years' experience in operations with commercial banks.
3. Strong managerial, planning, organizational, decision-making, interpersonal, analytical, and lateral thinking skills.

4. Strong problem solving, negotiation, and follow-up skills.
5. Good in time management and schedule trending.
6. Have good computer skills (Microsoft office, internet and email).
7. Excellent written and verbal communication in English.
8. High responsibility and integrity.

➤ **How to apply**

- Interest candidates can be send an application with detailed CV to MOHANOKOR through E-mail address: [recruitment@mohanokor.com](mailto:recruitment@mohanokor.com) or direct address #24, Yothapol Khemarak Phoumin Blvd (271), Sangkat Ou Baek K'am, Khan SenSok, Phnom Penh, Kingdom of Cambodia.
- Only short-listed candidates will be contacted for an interview
- For more information, please contact phone or Telegram: **087 999 291 / 087 999 221**.

***Thank You!***